

July 31, 2012

Dear Parents and Guardians of DCPS Students in Pre-School through Grade 8:

The mission of the Office of Out-of-School Time Programs (OSTP) is to expand opportunities for positive youth development through high-quality, affordable academic, wellness, and enrichment programming outside of the traditional school day. Although programs are tailored by grade level and school, all OSTP afterschool programs include an academic power hour and enrichment and wellness programming. To provide these programs, we often partner with community-based organizations (CBOs) and neighborhood-based organizations (NBOs).

This letter includes important information about afterschool enrollment for SY 2012–2013. While there are some programmatic changes to reflect the reduced funding we have to support the program this coming school year, we are pleased to report that OSTP will host afterschool programs at **59 schools starting on the first day of school, August 27, from 3:30 p.m. to 6:00 p.m., Monday through Friday.** These programs will serve the same number of students as last school year at elementary schools and education campuses and are listed in Attachment A.

Other schools beyond the 59 OSTP sites may offer extended day and afterschool programs through *Proving What's Possible* (PWP) funds (also listed in Attachment A), which were awarded this summer to a number of DCPS schools, as well as through other grants and/or community-based organizations (CBOs). *If your child's school is not hosting an OSTP afterschool program (i.e., your school does not appear on the OSTP list in Attachment A), please contact your school to determine if they will provide extended learning opportunities through PWP grants or other partnerships and to learn details about those programs.*

ENROLLMENT INFORMATION FOR THE 59 OUT-OF-SCHOOL TIME AFTERSCHOOL SITES

1. Enrollment for afterschool programs for students in Pre-School through Grade 8 will take place from **Monday, August 20 through Friday, August 24, 2012.** Enrollment will be made on a first-come, first-served basis, contingent upon receipt of all required documents. Waitlists will be established at each school by grade level if necessary. **We encourage parents and guardians to enroll early.**
2. In order to accommodate parent/guardian schedules, staff will be present at your school for afterschool enrollment during the following hours:
 - Monday, August 20 and Wednesday, August 22 from 7:30 a.m. to 3:30 p.m.
 - Tuesday, August 21, Thursday, August 23, and Friday, August 24 from 10:30 a.m. to 6:30 p.m.
3. No student may begin to attend an afterschool program until all required enrollment documents have been provided.

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- a. At OSTP-managed afterschool programs, all parents/guardians who wish to enroll children in afterschool programs must provide documentation that confirms:
- Relationship to the child,
 - DC Residency
 - Income for all parents/guardians in the household, and
 - U.S. legal status if student does not have U.S. birth certificate.

A complete list of acceptable documents is attached (Attachment B).

- b. Parents/guardians of students at OSTP-managed afterschool programs may be expected to make a monthly co-payment for the afterschool program depending on family size and income.
4. The OSTP-managed afterschool programs are funded almost exclusively by a grant from the Office of the State Superintendent of Education (OSSE). We must, therefore, require all families to provide income information when they submit the documentation listed above to participate in the program. The information provided may impact a family's eligibility and/or co-payment to participate in OSSE funded classrooms. We are able to provide options to support some families who do not meet the income requirement through school-based programs operated by parent organizations, CBOs, or programs supported by other limited funding sources.

For more information as to whether your family is eligible to participate or will be impacted by these requirements, contact **OSTP at 202.442.5002**, or call your child's school to speak with the afterschool coordinator.

5. The list of all OSTP-managed afterschool sites is attached (Attachment A). If your school does not appear on the list, please contact your school or the **DCPS Critical Response Team at 202.478.5738** to ask whether an afterschool program is available and, if so, how to enroll.

We thank you for engaging your child in valuable learning time through afterschool programs, and we look forward to seeing you during the enrollment week in August.

Sincerely,



Dr. Carey Wright
Chief Academic Officer

District of Columbia Public Schools
1200 First Street, NE
Washington, DC 20002

Attachment A: List of Afterschool Programs (Current as of July 31, 2012)

Please note: This list does not include some programs operated by individual schools through non-OSSE grants, parent partnerships, or community partnerships. **Contact your child's school for additional information on what extended day programs are offered if you do not see your child's school listed.**

Out-of-School Time Program (OSTP) Afterschool Sites <i>Program hours: Monday-Friday, 3:30 PM to 6:00 PM</i> <i>Start date: Monday, August 27</i>		Other Afterschool Programs <i>Please contact each school directly for details about these programs.</i>
Elementary Schools	Education Centers	Proving What's Possible (PWP) Sites <i>Contact school to determine if PWP grant will fund extended day programs.</i>
1. Aiton 2. Bancroft 3. Barnard 4. Beers 5. Bruce-Monroe 6. Burrville 7. Cleveland 8. Davis 9. Drew 10. Ferebee-Hope 11. Garrison 12. HD Cooke 13. Hendley 14. Houston 15. Kenilworth 16. Ketcham 17. Kimball 18. King 19. Leckie 20. Ludlow-Taylor 21. Marie Reed 22. Maury 23. MC Terrell-McGogney 24. Miner 25. Patterson 26. Payne 27. Plummer 28. Powell 29. Randle Highlands 30. Seaton 31. Smothers 32. Thomas 33. Thomson 34. Tubman 35. Turner @ Green 36. Watkins 37. JO Wilson	1. Brightwood 2. Brookland 3. Burroughs 4. Francis-Stevens 5. Langley 6. Mamie D. Lee (2:30 – 6:00) 7. Raymond 8. Takoma 9. Truesdell 10. West 11. Whittier	
	Middle Schools	Non-PWP Afterschool Sites <i>The following schools will have afterschool programming through other, non-PWP partnerships:</i>
	1. Columbia Heights (Lincoln students only) 2. Eliot-Hine 3. Hart 4. Jefferson 5. Johnson 6. Kramer 7. MacFarland 8. Ron Brown 9. Shaw 10. Sousa 11. Stuart Hobson	
		1. Amidon-Bowen 2. Anacostia 3. Browne EC 4. CW Harris 5. Dunbar 6. Garfield 7. Kelly Miller 8. LaSalle-Backus 9. Malcolm X 10. Marshall 11. Moten @ Wilkinson 12. Nalle 13. Noyes 14. Orr 15. Phelps 16. Prospect 17. Savoy 18. Simon 19. Stanton 20. Tyler 21. Walker-Jones 22. Washington Metropolitan 23. Wheatley 24. Winston 25. Woodson

Attachment B: 2012–2013 DCPS Required Afterschool Enrollment Documents

NO STUDENT WILL BE ALLOWED TO REMAIN AFTER SCHOOL WITHOUT FULLY ENROLLING IN THE AFTERSCHOOL PROGRAM AND PROVIDING ALL NECESSARY DOCUMENTS.

To enroll in an OSTP-managed afterschool program, documentation must be provided to confirm:

- Parent/guardian relationship to the student;
- Household income;
- D.C. residency; and
- U.S. legal status if student does not have U.S. birth certificate.

Documentation of active *Temporary Assistance for Needy Families* (TANF) status may be provided as proof of relationship, income, and residency, but it must include children's names and must be within 30 days of application to program. In the event that you do not have this documentation or are not TANF eligible, one piece of documentation from each of the following four (4) lists must be provided.

Proof of Relationship:

One of the following methods may be used to demonstrate relationship to the student:

- Documentation of active TANF status which includes children's names (must be within 30 days of application)
- Active Automated Client Eligibility Determination System (ACEDS) printout (with the child's name listed, must be within 30 days of application)
- Department of Human Services Certificate of Birth (large format – must include parents' names)
- Department of Health Certificate of Live Birth (large format – must include parents' names)
- Verification of Guardianship: Adoption papers/Court documents

Proof of Income:

One of the following methods may be used to demonstrate income eligibility:

- Documentation of active TANF status which includes children's names (must be within 30 days of application)
- Active Automated Client Eligibility Determination System (ACEDS) printout (with the child's name listed, must be within 30 days of application)
- A letter from employer (Note: This is acceptable only if a new job, or employed as a domestic employee and does not receive pay statements. The letter must specify hours of work, salary, date and address at which work is performed.)
- Original copies of (3) consecutive pay stubs for all parents/guardians in the household (must be within 30 days of application. Electronic paystub printouts are only acceptable when accompanied by a verification of employment letter.)
- If self-employed only, must supply the same documents maintained for income and tax purposes. (One current bank statement, 30-day manifest, a copy of your most recent D-40 tax return and all schedules must be submitted.)
- Verification of Child Support
- Copies of (3) Unemployment Benefits Statements
- Social Security Income Statements
- Supplemental Security Income Statement

Proof of D.C. Residency:

One of the following methods may be used to verify District of Columbia residency:

- Documentation of active TANF, Medicaid, or Food Stamp status
- A current, official rent receipt (on company letterhead)
- A current mortgage statement in parent/guardian's name
- A new, recently signed lease or, mortgage or housing document that shows applicant's name and address no older than (30) days of signing the enrollment application
- A current utility or residential telephone bill (cellular phone bills are not acceptable and E-bills must be accompanied by (2) pieces of mail in the applicant's name)
- If living with a relative, parent/guardian must provide a notarized letter from the person with whom the parent/guardian lives and (2) pieces of current mail in the parent/guardian's name no older than (30) days, the letter must include applicant's name as well as the names of the applicant's children that reside in the home.

Proof of U.S. Legal Status:

One of the following methods may be used to verify citizenship and legal status:

- U.S. birth certificate
- The Lawful Permanent Residency Document ("green card")
- Documentation from the U.S. Citizenship and Immigration Services (USCIS) or Immigration and Naturalization Service (INS)
- Certificate of Naturalization
- Visa. For example:
 - H-2B classification applies to temporary or seasonal nonagricultural workers.
 - H-1B classification applies to persons in a specialty occupation, which requires the theoretical and practical application of a body of highly specialized knowledge requiring completion of a specific course of higher education.
 - H-4 (Dependent of H-2B and H-1B)
- Refugees/Asylee: Wording similar to the following will be printed or stamped on the I-94 card; Refugee pursuant to Section (number) and Employment Authorized
- Form I-94 showing admission under conditional entry
- Order from an Immigration Judge showing deportation withheld.
- An approved or pending petition of a battered spouse or child
 - For example: I-797, Notice of Action will show an "Establishment of Prima Facie Case" and may also indicate an "Extension of Prima Facie Case" with expiration date.

The afterschool coordinator shall confirm all documentation validating proof of relationship, proof of income, proof of residency, and proof of legal status is in the parent/guardian's name. The coordinator must also confirm that s/he viewed original documents and that applicable documents are dated no more than thirty (30) days prior to the date of the afterschool enrollment application.